

Kirkby Stephen Town Council, Local Links, Vicarage Lane, Kirkby Stephen, Cumbria, CA17 4QX  
Tel. 017683 74854 | [clerk@kirkby-stephen.com](mailto:clerk@kirkby-stephen.com) | [www.kirkby-stephen.com](http://www.kirkby-stephen.com)  
Starting at 6.45 pm at **Upper Eden Rugby Club, Pennine Park, Westgarth Rd. CA17 4TF.**

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## 8 August 2023, Ordinary Meeting of the Town Council

The business to be transacted is:

### **Public Participation**

Allocation of five minutes each for members of the public to raise issues, questions or Comments (maximum 15 minutes).

### **Westmorland & Furness Councillors Participation (5 Minutes each)**

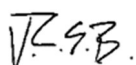
Allocation of five minutes for W&F Councillors to raise issues, questions or comments.

### **Participation of the Police**

Allocation of five minutes for the Community Police team to raise issues, questions or comments if present.

## **AGENDA**

- 1 Apologies & Welcomes.**
- 2 Declarations.**  
Councillors are reminded of the need to maintain their register of interests.
  1. To declare any personal interests in items on the agenda and their nature.
  2. To declare any prejudicial interests in items on the agenda and their nature (Councillors with pecuniary interests must leave the meeting for discussion of the relevant items).
  3. To make any requests for dispensation.
- 3 Exclusion of Press and Public.**  
To decide whether there are any items of business which require exclusion of the press and public.
- 4 Minutes.**  
To authorise the Chairman to sign the draft minutes of the Electors' Meeting and Ordinary Meeting both held on the 6<sup>th</sup> June 2023 as a true record (attached x2).
- 5 Planning.**  
20/0561: WHITEHOUSE FARM HIGH STREET KIRKBY STEPHEN CA17 4SH. Reserved Matters application for appearance, landscaping, layout and scale, attached to approval 17/0263. As amended.
  1. To receive a briefing on amendments since from the Case Officer W&F Council Planning Dept.
  2. To respond to the amended application.



Mr Christian Barnes MA (Clerk)  
2 August 2023

- 6 Christian Head Carpark.** To consider issues and concerns raised by the public in relation to unauthorised overnight camping and how the issue might be best resolved in the future.
- 7 Correspondence.**
1. Correspondence addressed to Town Councillors by a resident. (Forwarded to Councillors 2. 8. 2023.)
  2. Civility and Respect Project. (Forwarded to Councillors 2. 8. 2023.)
- 8 Upper Eden Visitor Information Centre.** To approve the signing of the lease. (Forwarded to Councillors 2. 8. 2023.)
- 9 Council Plan 2023/24.** To consider, revise and approve the Council Plan 2023 27 (attached).
- 10 Chairman's remarks.** Appleby Fair review meeting.
- 11 Clerk's update.** To receive an update.
1. Stenkrith works and agreement with landlord.
  2. Sub-Committee update.
  3. Silver Street gardens.
- 12 Transport Audit and 563 Service.**
1. To receive an update. (attached)
  2. To approve the delegation of expenditure on the production of promotional material and timetables in line with the report.
- 13 External Audit.** To approve an addendum to the Accounting Statements 2022 2023 and restatements. (attached)
- 14 Finance.**
1. To receive and approve schedules of receipts and payments up to the end of June 2023 to include forward approval 'in principle' of regular/budgeted payments, Salaries, PAYE & NIC (attached).
  2. To receive and approve schedules of receipts and payments up to the end of July 2023 to include forward approval 'in principle' of regular/budgeted payments, Salaries, PAYE & NIC (to be tabled).
  3. To note closure of Equals Account.
  4. To note bank reconciliations June (attached) & July (to be tabled)
  5. To receive and approve the 1<sup>st</sup> Qtr. Budget Monitor (attached)
- 15 Upcoming Events.**
1. 2<sup>nd</sup> & 3<sup>rd</sup> September opening of the Evergreen Building.
  2. D Day commemoration, June 2024 (S Lancaster).
- 16 Date of Next Meeting.** 5 September 2023 (proposed visit of Cllr Thornton W&F)

After the close of the meeting there will be an opportunity for discussion and information sharing.

Mr Christian Barnes MA (Clerk)  
2 August 2023